

# BYLAWS

## CONTRA COSTA COUNTY AVIATION ADVISORY COMMITTEE

As Amended ~~May~~  
January 17, 2023

### I. Name

The name of the committee is the Contra Costa County Aviation Advisory Committee (the "AAC").

### II. Purposes and Objectives

- A. The purpose of the AAC is to provide advice and recommendations to the Board of Supervisors of Contra Costa County on aviation issues that (i) are related to the economic viability and security of airports in Contra Costa County, and (ii) affect the general welfare of people living and working near the airports and in the broader community.
- B. The AAC may conduct public discussions and hear comments on airport and aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Contra Costa County Board of Supervisors ("Board of Supervisors").
- C. The AAC may conduct discussions with local, state, and national aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Board of Supervisors.
- D. At the Request of the Director of Airports, the AAC shall provide the Director of Airports a forum within which to discuss policy matters affecting the County's airports.

### III. Membership

- A. All appointments to the AAC must be made by the Board of Supervisors.
- B. The AAC consists of the following thirteen members:
  - 1. One member nominated by each of the five (5) members of the Board of Supervisors.
  - 2. One member nominated by the City of Concord.
  - 3. One member nominated by the City of Pleasant Hill.
  - 4. One member nominated by the Contra Costa County Airports Business Association.

5. One member nominated by the Airport Committee of the Board of Supervisors (the "Airport Committee") who lives and/or works in the community of Pacheco, which is in the vicinity of Buchanan Field Airport.
  6. One member nominated by the Airport Committee who lives and/or works in Brentwood, Byron, Knightsen or Discovery Bay, all of which are in the vicinity of Byron Airport.
  7. Three members at large, representing the general community, nominated by the Airport Committee.
- C. At least one member of the AAC will be appointed by the County or Director of Airports to the ALUC.
  - D. All members of the AAC must reside in Contra Costa County, work in Contra Costa County, or both.
  - E. Scheduled and unscheduled vacancies are to be filled in accordance with the procedures set forth in the County's Resolution No. 2002/377.
  - F. AAC members must adhere to the Policy for Board Appointees established by the Board of Supervisors under Resolution 2002/376, which addresses, among other things, the need for AAC members to avoid conflicts of interest. AAC members shall disclose all potential conflicts of interest to the AAC.
  - G. All newly-appointed and reappointed AAC members must complete County training regarding the Ralph M. Brown Act and the County's Better Government Ordinance, and complete the County's Ethics Orientation within 90 days of the appointment. If a member fails to complete all three programs within the 90-day time period, the Chair of the AAC will report such failure to Airport Committee. The Airport Committee will determine whether recommend to the Board of Supervisors that the offending member's appointment be rescinded.

IV. Term

- A. The term of each member's appointment is three years. An appointment made to fill an unscheduled vacancy will be for the term remaining for the vacated seat. Terms are staggered.
- B. If the appointing jurisdiction has not reappointed a member on or before the specified expiration date, then that member may hold over on a month-to-month basis for a period not to exceed 60 days.

V. Attendance Requirements

- A. Regular attendance at meetings of the AAC is required. Failure to attend three consecutive scheduled meetings will be considered grounds for the AAC to recommend to the Board of Supervisors that the offending member's appointment

be rescinded by the Board of Supervisors. A significant pattern of absences may also be considered grounds for recommending rescission of a member's appointment.

- B. The Chairperson of the AAC may, in his or her discretion, excuse AAC members from attending one or more meetings of the AAC.
- C. The Chairperson will notify any member at risk of having his or her appointment rescinded before recommending rescission to the Board of Supervisors.
- D. Rescission of an appointment to the AAC may only be effected by an action of the Board of Supervisors.

VI. Quorum

- A. Seven members of the AAC constitute a quorum. All AAC's actions, unless otherwise provided for, require a majority vote by a quorum.

VII. Officers

- A. The AAC shall elect its own Chairperson, Vice-Chair, and Secretary.
- B. Officers are elected annually at the AAC's regularly scheduled meeting in April. Members may serve a maximum number of three consecutive years in any one office.
- C. Annual officer terms begin on May 1.

VIII. Scheduled Meetings

- A. Meetings will be held at Buchanan Field Airport or Byron Airport as appropriate. Regular meetings are to be held at least once ~~each~~ every other month on a schedule that is established annually by the AAC in May of each year. Special meetings may be held more frequently as needed.
- B. Regular or Special meetings may be scheduled, rescheduled, cancelled, or relocated, provided that all scheduling activities are consistent with the Ralph M. Brown Act and the County's Better Government Ordinance.
- C. Agendas and minutes of all meetings are to be published, distributed, and posted in accordance with the requirements of the Ralph M. Brown Act and the County's Better Government Ordinance.
- D. The Director of Airports will establish and maintain a file of the records of the AAC and provide or arrange for appropriate levels of staff support.

IX. Amendments to Bylaws

Proposed amendments to these Bylaws may only be introduced at a regularly scheduled meeting of the AAC. The AAC's adoption of any proposed amendments to the bylaws must be approved by a majority of the membership present at the regularly scheduled meeting that follows the introduction of the proposed amendments. All amendments to the bylaws are subject to approval of the Board of Supervisors and will be effective once approved by the Board of Supervisors.